



## Job Announcement

<http://www.mdcourts.gov>

**Opening Date:** May 28, 2015

**Job Title:** Recordation Clerk I / II

**PIN:** 059738

**Location:** Circuit Court for Washington County  
Hagerstown, Maryland

**Financial Disclosure:** No

**Closing Date:** June 11, 2015

**Position Type:** Regular Full Time

**FLSA Status:** Non-Exempt

**Grade/Entry Salary:** J05 \$28,973-\$34,289  
J06 \$30,761-\$36,447

(Depending on Qualifications)

**Essential Functions:** Maintain the Land Records by scanning, indexing and verifying recorded instruments. Ensure records are accurate and up-to-date. Prepare documents for permanent numbers. Assist general public, attorneys, title abstractors and surveyors in person and over the phone by providing information about the status of land and other records. Assist customers in identifying, locating and obtaining copies of land and other records. Assist customers in the use of microfilm and computer equipment to access records. Answer correspondence received by mail, including desired record, determining any fee and composing reply. Perform civil marriage ceremonies. Arrange incoming land record and other miscellaneous documents in numerical or chronological sequence, prepare them for processing, assign book and page number, scan originals using computer system, index instruments using computer system, verify indexing using computer system, prepare envelopes for return of original documents and note mailing information in computer system. Pick up incoming mail from post office. Sort and deliver incoming mail. Process outgoing mail through automated postage machine. Distribute supplies received from vendors to appropriate areas of the office. Scan, index and verify different miscellaneous records within the Clerk's Office. Perform other essential functions as assigned.

**Education:** High School Diploma or GED.

**Experience:** Level I - Two years of general clerical experience; or one (1) year of land records related experience.

Level II - Two years of clerical experience, one (1) year of which must have included land records related experience.

**Skills/Abilities:** Excellent customer service skills with the ability to communicate verbally, in writing and over the phone in an effective, patient and tactful manner. Ability to articulate directions, instructions and information to the public, attorneys, and other court agency staff. Knowledge of business English to include proper grammar, spelling and punctuation. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to learn and apply job related codes, terminology, policies, procedures, regulations and laws. Ability to define problems, collect data, establish facts, record data, complete relevant forms and provide correct information to clients. Ability to interpret comments and notations and record essential information. Ability to apply independent judgment to discern pertinent information. Ability to understand and interpret oral and written communication and instructions. Ability to work within considerable time constraints and in an environment with continuous interruptions. Ability to make decisions based on experience and in accordance with established policies and procedures. Good analytical, mathematical and organizational skills. Ability to use a personal computer and learn court specific software applications. Ability to type and enter data as demonstrated by successful completion of a typing and data entry test. Ability to lift, bend and kneel. Ability to lift and move up to 50 lbs. Ability to perform all essential functions of the position.

**All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).**

**The candidate selected for this position will be subject to a background check. Materials must be received at the address below by 4:30pm on the closing date. The Human Resources Department does not accept faxes will not be responsible for applications/resumes sent to any other address.**

Circuit Court for Washington County  
24 Summit Avenue  
P.O. Box 229  
Hagerstown, MD 21741

ATTN. Hon. Dennis J. Weaver, Clerk of the Court

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. Employees must be United States citizens or eligible to work in the United States.**